NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE			CHAPTER Personnel STATEMENT NUMBER 2.25	
SUBJECT:	EMPLOYEE PERSO FILES	NNEL	EFFECTIVE DATE	04/15/13
			REVIEW DATE	04/15/14
PROPONENT:	Lisa Currier, Administr		SUPERSEDES PPD#	2.25
	Human Resources	271-5640	DATED	12/15/11
	Office	Phone #	DATED	12/13/11
ISSUING OFFICER:			DIRECTOR'S INITIALS	
			DATE	
			APPENDIX ATTACHED:	
William Wrenn, Commissioner			YESN	0
REFERENCE NO: See reference section on last page of PPD.				

## I. <u>PURPOSE</u>:

To provide guidance for employees who wish to challenge information in their personnel files.

## II. APPLICABILITY:

To all Department of Corrections employees

### III. POLICY:

It is the policy of the Department of Corrections to create and maintain a current and confidential personnel file on every employee. The Department of Corrections will make provisions for employees to challenge information in their personnel file and have it corrected or removed if it is proven inaccurate. Information obtained as part of a required medical examination is collected and maintained on separate forms and in separate medical files. These medical files are treated as confidential records.

# IV. LOCATION OF FILES:

Every full-time or regularly scheduled part-time employee shall be informed as to the existence and location of all personnel files. A personnel file shall be defined as any file kept by a supervisor or custodian of official records that relate directly in any way to an employee's status as an employee.

- A. DOC central Office/Headquarters maintains the primary personnel file on all DOC employees. This file and the separate medical record file are located in the Bureau of Human Resources.
- B. Training files are maintained by the Bureau of Training. This file is located in the Training Bureau
- C. Any unit personnel file on an employee at Northern New Hampshire Correctional Facility or, NH State Prison-Men will be maintained in the Human Resource Coordinator's Office of that facility.
- D. Supervisors at other work locations who may maintain a unit personnel file on an employee will inform the employee if any records are maintained and if so where they are maintained.

### V. PROCEDURES:

- A. Upon prior arrangement and proper identification, all Department of Corrections employees shall be permitted to review their personnel file to see that it is current and to check for omissions or inaccuracies.
  - File reviews will take place only at the Department of Corrections Headquarters Office, Bureau of Human Resources in the presence of authorized personnel.
- B. If a discrepancy is found, the employee will bring it to the attention of the Human Resources Administrator, who will conduct a review and adjust the file as appropriate. Any conflicts or uncertainties will be brought to the attention of the employee's Director/Warden and/or the Commissioner.

#### **REFERENCES:**

Standards for the Administration of Correctional Agencies Second Edition Standards

Standards for Adult Correctional Institutions
Fourth Edition Standards

4-4067-68

<u>Standards for Adult Community Residential Services</u> Fourth Edition Standards

4-ACRS-7E-11 - 7E-12

Standards for Adult Probation and Parole Field Services

Third Edition Standards

3-3066 - 67

Other

CURRIER/pf